

S-E-C-R-E-T

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090115-1

## REPORTS INVENTORY

CONTROL NO.

DDs/oc-033

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)  
Check List of Current Orders, Notices, and Handbooks

2. TYPE OF REPORT  
☒ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA  
PERSONNEL TRAINING  
LOGISTICS SECURITY  
MEDICAL FINANCE  
1 ADMIN. GENERAL  
2 OTHER (specify)  
2 COMMUNICATIONS

4. NO. OF COPIES PREPARED 68  
5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually  
6. DISTRIBUTION (No. of components not number of copies) 60 plus 1-Vital Docs.

7. FORMAT (memorandum, form computer print-out, etc) Notice  
8. ADP PROCESSING  
☒ YES IF YES GIVE ADP PROCESSING NO.  
☒ NO  
9. DIRECTIVE AUTHORITY REQUIRING REPORT  
OC Order 5.1 & 5.1.1

10. PREPARING COMPONENT (include lowest level contributing information to report)  
OC-RMS/RMB  
11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	\$6.49		32		\$207.68		1		\$207.68
GS-05	3.15		16		50.40		1		50.40
GS-12	7.28		2		14.56		(Review)		14.56
GS-13	8.33		2		16.66		(Review)		16.66

## B. COSTS OF COMPUTER PRODUCED REPORTS

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52 TOTAL COSTS PER YEAR \$289.30

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report first started in January 1968 to help the OC Staffs and Divisions keep up-to-date manuals.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)			MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE					
<input type="checkbox"/> DISCONTINUE					

16. DATE OF INVENTORY 23 Sept. 1970  
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  
18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090115-1  
Records Administration Officer

FORM 112

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(22-100)